

Professional and Managerial Branch  
General Administration Group  
Transit Series

**ASSISTANT TRANSIT DIRECTOR  
ADMINISTRATION AND DEVELOPMENT**  
08/94

### *Summary*

Under general direction, perform executive level management of business functions for the public transit department through subordinate division managers.

### *Typical Duties*

Participate in developing and implementing system-wide policies, goals and standards. Involves: assuring compliance with federal, state and local rules and regulations and established administrative and operational policies and procedures; conferring with governmental commission, management and business community to develop strategies concerning provision of adequate service to public; serving on, or leading task force committees; assisting with selection of professional consultants; directing the preparation of special studies; recommending action regarding business decisions to the Transit Director.

Plan, develop and implement transportation planning, rideshare, and scheduling activities. Involves: overseeing activities designed to improve customer relations and services such as processing passenger complaints and coordinating corrective action; providing general oversight of effective policies and procedures for service planning, implementation and evaluation of transit programs including new routes and schedule changes.

Direct fiscal operations such as budgeting, accounting, purchasing and grant administration. Involves: overseeing preparation of and approving divisional budgets; monitoring and controlling designated divisional budgets; assisting with development of consolidated annual department budget; overseeing the preparation and administration of grants and ensuring compliance with grantor agency guidelines.

Administer marketing, customer service, and public relations programs. Involves: coordinating and managing promotional programs; interacting with the business community and coordinating advisory board meetings, as assigned; directing customer service activities to ensure customer satisfaction; preparing administrative, managerial and related reports, correspondence, and Mass Transit Board actions.

Select, assign, supervise, review and evaluate the work of division exempt and nonexempt supervisory and nonsupervisory service, technical, and administrative personnel. Involves: interviewing, placing, counseling, effectively recommending merit increases, discipline and termination; implementing and overseeing training programs to develop subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, work attendance and safe work practices; developing methods to improve efficiency.

Substitute for department and other division heads during absences if delegated to maintain continuity of services and operations; representing the department before board, committees and public groups, as assigned; and perform miscellaneous related professional and managerial duties as required.

### *Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, or related field and six years of professional transit administration experience, including at least three years experience with direct managerial control of a planning or administrative division of a transit system; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: administrative and managerial principles, practices and procedures as applied to a transit system; federal, state and local rules and regulations as they pertain to transit systems; supervisory and administrative practices and procedures; personnel management policies and procedures; safe working practices and procedures; safe working practices and procedures. Good knowledge of: transit transportation equipment and services.

Ability to: identify, analyze and solve administrative and managerial problems; interpret and implement federal, state and local rules and regulations; prepare administrative and managerial reports, as required; impartially and objectively exercise authority as an executive to supervise subordinate employees, and recommend award or rejection of contracts; establish and maintain cooperative working relationships with other departments, officials, vendors and the general public; identify, diagnose and solve complex operational problems involving abstract considerations and nonstandard or changing situations affecting physical and natural resources; communicate in depth technical explanations orally and in writing which includes preparing and presenting thorough, clear and concise reports; organize and administer records maintenance and related office services.

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Director of Personnel

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Department Head

OFFICIAL